

Idaho State Historical Society
Financial Services
Quarterly Report
April-June 2001

Overview:

Ongoing - Continue database of projected expenditures as purchase request forms are received. Process expenditure vouchers, receipt transactions and maintain control of appropriation and cash balances. Prepare management reports for review by administrators, Director and Trustees. Process payroll and personnel transactions. Facilitate personnel proceedings and maintain records. Maintain publications inventory. Bill for agency services and sales.

In addition to our routine monthly activities the fiscal office:

April:

1. Set up positions for FY2002 enhancements.
2. Attend Human Resources meeting.
3. Return statement of Property Values to Risk Management as revised.
4. Distribute information to administrators regarding new employee evaluation procedures to be effective in FY2002.
5. Processed employee evaluations and routed to Human Resources.
6. Jan Calhoun resigned effective April 27th. Interviewed candidates for replacement of the Office Specialist I position.

May:

1. Shari Kaiser accepted Office Specialist I position and started May 7th.
2. Review, confirm and update STARS PCA and organization table reports for FY 2002 and submit to SCO.
3. Begin FY2003 operating budget schedules.
4. Compute salary increase impact on FY2002 salary appropriation.
5. Prepare salary increase documents and submit to EIS via IPOPs system.
6. Prepare FY2002 operating budget, budget enhancement details and salary change schedules for Board of Education approval.

June:

1. Interviewed candidates for Fiscal office position provided by supplemental appropriation. Barbara Hansen was selected and started June 25th.
2. Prepared and submitted closing package control check list for SCO.
3. Processed applicable encumbrances.
4. Processed final receipts and payments for FY2001.
3. Entered FY2002 appropriation into STARS accounting system.
6. Update final FAS transactions.
7. Attended Semi-annual Fiscal Officers meeting. Jeanne and I learned all we ever wanted to know about the FY2001 legislative session, anticipated State year end financial condition, partial meal reimbursement procedures and Activity Based Accounting.

Projects Underway:

1. Revise monthly reports for FY2002 data.
4. Complete and submit operating budget schedules to Board of Education and DFM.
3. Review completed lists of inventoried equipment and process disposal requests as soon as Museum/Storage confirmed lists are returned to the fiscal office.
4. Complete FY2001 year end reports to Controller Office.
5. Update grant reports and request grant funds.
6. Prepare indirect cost report based on FY2001.

Personnel:

The good news is that we were fortunate that Shari Kaiser accepted our offer of the Office Specialist 1 position and we were able to select Barbara Hansen into the limited service position provided by the supplemental appropriation approved in the FY2001 legislative session.

Gifts and Donations:

No gifts or donations to the Fiscal Office.

Programs Presented:

No programs to the public presented by Financial Services staff.

Calendar of Events:

Not Applicable.

Number of patrons or visitors:

Not Applicable.

Submitted by:

V. L. Huntsinger
Thank you.